



City of San Bruno Personnel Board

ANNUAL REPORT TO THE CITY COUNCIL

Personnel Board

Members

Ed Fuentes, Chair

Joe Roberts, Vice Chair

Ed Comerford, Board Member

2019 City Council Liaison

Michael Salazar, Councilmember

Staff Liaison

Tami Yuki, Assistant City Manager

Monica Walker, Human Resources Manager

2018/2019 Accomplishments

Reviewed and recommended changes to the following existing and new job descriptions:

Building Inspector I/II

CATV Headend Technician

Planning and Housing Manager

Food Services Coordinator

2018/2019 Accomplishments

Recommended the extension of the following eligibility lists:

Firefighter

2018/2019 Accomplishments

Attended **regularly scheduled quarterly meetings**

Held **special meetings** as needed to discuss new and revised job descriptions necessary for continuity of City operations

2019 Goals

- Continue to review status of recruitments, current eligibility lists, and compliance reports
- Continue to review the City's job descriptions
- Continue to review the EEO-4 Survey Report which requires periodic reports from employers which indicate the composition for their work forces by sex and by race/ethnic category
- Continue to assist with proctoring written exams and evaluation tests as needed